	Agency Name	Department of Social Services (DSS)
	Chapter No./Name	DSS Policy Manual
	Part No./Name	1/Administrative/Fiscal
	Section No./Name	1-22/ISIS Payment*/Credit** Requests
	Document No./Name	1-22/ISIS Payment*/Credit** Requests
	Effective Date	07/15/09

I. STATEMENT OF POLICY

It is the policy of the Department of Social Services that *** requests for ISIS payments *not paid on purchase orders or through the Contract Financial management System (CFMS)** be submitted on Form PMF108 *DSS Payment Request/Receiving Report ([Word version/Adobe version](#))** to the DSS Office of Management and Finance, Division of Fiscal Services; *and that Division of Fiscal Services Payment Management Section, Purchase Order Unit be notified immediately of all vendor merchandise returns when payment of the item occurred prior to the item being returned. Such transactions create a credit due from the vendor and accounts receivable due to the department.**

II. APPLICABILITY


Form PMF108 *DSS Payment Request/Receiving Report** ([Word version/Adobe version](#)) shall be submitted for payments that are not paid on purchase orders. This includes the following expenses:

- Postage
- Dues and Registration
- Registration fees *(Refer to [DSS Policy 1-08, Payment for Registration and Tuition Fees](#))**
- Credit invoices
- Prepaid items, such as books and publications
- Professional service contracts, such as contracts for blood testing, and
- Reimbursements to employees for expenses other than travel expenses.

NOTE: A minimum of one week must be allowed to process payment requests for postage meters and registration fees.

*Form PMF 109 Notification of Receivable Report ([Word version/Adobe version](#)) shall be submitted when vendor merchandise is returned but payment for the item has already been remitted.

Any employee responsible for creating a purchase order and applying receipt of item in the Advanced Government Purchasing System (AGPS) which produced the payment to the vendor must complete Form PMF 109 Notification of Receivable Report ([Word version/Adobe version](#)) notify the Division of Fiscal Services, Payment Management Section, Purchase Order Unit that items were returned to the vendor. Accounts receivable records will be maintained by Purchase Order Unit personnel.**

	Agency Name	Department of Social Services (DSS)
	Chapter No./Name	DSS Policy Manual
	Part No./Name	1/Administrative/Fiscal
	Section No./Name	1-22/ISIS Payment*/Credit** Requests
	Document No./Name	1-22/ISIS Payment*/Credit** Requests
	Effective Date	07/15/09

III. PROCEDURES

A. *Payment Request**

*Complete Form** PMF108 *DSS Payment Request/Receiving Report ** ([Word version](#)/[Adobe version](#)). *The original form shall** be submitted, along with all supporting documents such as original invoices and receipts, *to the Division of Fiscal Services, Payment Management Section, Purchase Order Unit**.

The requesting agency shall maintain a copy of the PMF108 and all supporting documentation for their files.

B. *Credit Acknowledgement

Complete Form PMF109 Notification of Receivable Report ([Word version](#)/[Adobe version](#)). The original form shall be submitted, along with all supporting documents such as original invoices and receipts, to the Division of Fiscal Services, Payment Management Section, Purchase Order Unit.

The requesting agency shall maintain a copy of the PMF109 Notification of Receivable Report ([Word version](#)/[Adobe version](#)) and all supporting documentation for their files.**

*C. DSS Division of Fiscal Services/Payment Management Section/Purchase Order Unit**

Following receipt of a properly completed PMF108 * DSS Payment Request/Receiving Report ([Word version](#)/[Adobe version](#))** and supporting documents, * the Division of Fiscal Services, Payment Management Section, Purchase Order Unit** will enter appropriate data in the ISIS system to generate an ISIS check as requested.

*Following receipt of a properly completed original PMF 109 ([Word version](#)/[Adobe version](#)), the Division of Fiscal Services, Payment Management Section, Purchase Order Unit will maintain accounting records identifying the accounts receivables due to the department to ensure that the full credit or refund is received.**